

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

ECONOMIC DEVELOPMENT DEPARTMENT

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OPENING A BUSINESS IN MIAMI BEACH

Contents

General Information

This section contains information on business structure, zoning compliance, trademarks and other general information that should be reviewed prior to beginning the process of opening a business in Miami Beach.

Pre-Application Requirements

The pre-application requirements that are described in this section are items that all businesses should complete prior to applying to the City of Miami Beach for a Certificate of Use and Occupational License.

Change of Use / Occupancy

This section provides general information on determining if your business requires a change of use and/or occupancy.

Conditional Use

This section describes what a Conditional Use is, and the directions on how to determine if your proposed business activity requires conditional use approval.

Additional Business Requirements

Certain businesses have additional requirements which must be satisfied prior to the issuance of an occupational license. Check this section for your proposed business activity.

Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments

This section lists the additional requirements that must be satisfied by alcoholic beverage establishments, restaurants, and entertainment establishments prior to the issuance of an occupational license.

General Business Guidelines

This section provides information on other guidelines and regulations that may impact your business, including signage, building permits and design review, sanitation, promotion, and property maintenance.

Business Resources

This section provides website addresses and telephone numbers for the agencies that have jurisdiction over various elements of the process of opening a business.

General Information

Starting a Business in Miami Beach

The City of Miami Beach has undergone an incredible transformation in the last decade with investors and entrepreneurs around the world capitalizing on the City's success. A major reason for Miami Beach's success is the high standards consistently maintained to protect and enhance the city's beauty. We welcome your desire to join our diverse and growing business community. This guide is a reference tool designed to assist Miami Beach businesses in following local codes and regulations. Guide highlights include information on opening a new business and required maintenance. Prior to applying for an Occupational License, the applicant should review the guide, specifically sections entitled "Pre-Application Requirements" and "Additional Business Requirements." Information regarding application requirements is included. This guide will also provide you with direction if your proposed business activity requires a Conditional Use Permit, or if you are planning renovations to the business location.

Before Entering into a Commercial Lease and/or Contract to Purchase

Zoning Compliance

Make sure that the type of business you propose is permissible in the location you have chosen. The Planning Department can provide you with information about which uses are permitted in the different zoning classifications throughout the City. For more information, call the Planning Department at 305-673-7550.

Concurrency Compliance

Check to determine if your proposed project will increase the site demand on roads, water, drainage, sewer, parks and other City services and facilities. New development and redevelopment projects and changes of use may result in the assessment of a concurrency mitigation fee. For more information, call the Transportation and Concurrency Management Division at 305-673-7514.

Franchise and Business Opportunities

Under Federal Trade Commission rules, anyone selling a franchise or business opportunity must give the buyer a detailed disclosure document. Florida law requires seller to file certain information and pay a filing fee. For additional information when buying or selling a franchise or business opportunity, contact the Department of Agriculture and Consumer Services, 800-435-7352 or visit www.800helpfla.com.

Sole Proprietorships, Partnerships and Corporations

Your first decision as a business owner is to determine the legal structure of your business. Your choice determines what kind of taxes the business must pay, who's liable and what forms are necessary. There are four main choices: Sole Proprietorship, Partnership, Corporation or Limited Liability Company. In a sole proprietorship, the owner has absolute authority over all business decisions. In a partnership, two or more partners share control of the business. Contact the Florida Department of State for more information at 850-488-9000 or visit them online at www.sunbiz.org.

If you are forming an S corporation, you must also file with the Internal Revenue Service. Call 800-829-1040 or check online at www.irs.gov.

State and Federal Trademarks

A trademark or service mark may be registered with the Florida Division of Corporations for use and protection only in the state of Florida. For protection of your trademark in the entire U.S., including Florida, you must register it with the U.S. Patent and Trademark Office. For information about registering in Florida, call 850-245-6051 or check the Division of Corporation's website at www.sunbiz.org. For information regarding federal registration, contact the U.S. Patent and Trademark Office, 800-786-9199 or visit them online at www.uspto.gov.

Certificate of Use and Occupational License

All business owners are required to obtain both a City of Miami Beach Certificate of Use and an Occupational License to operate a business within the City. Operating a business without a license is prohibited. A Miami-Dade County Occupational License (305-270-4949) must also be obtained. For more information, call the Finance Department's Occupational Licensing Office at 305-673-7420 or 305-673-7590.

The Occupational License year begins October 1 and expires September 30. Fee collections for new businesses are prorated as follows: October 1 to April 30, full-year fee; May 1 – June 30, half-year fee; and July 1 – September 30, quarter-year fee.

A Certificate of Use (C.U.) is a pre-requisite to the issuance of a City of Miami Beach Occupational License. The C.U. fee must be submitted at the time of application and each year thereafter by May 31. Inspections by the Building Department, Fire Department, Planning Department, and others, must occur following the submission of an application. Application must be either made on-line at www.miamibeachfl.gov or in person at City Hall, Licensing Office, 1700 Convention Center Drive, first floor.

A License Fee exemption is available for persons 65 years of age and older and a reduction is available for Disabled U.S. Military Veterans.

Miami-Dade County Occupational License

Section 8A-171 of the Miami Dade County Code requires a County Occupational License in addition to the City License.

Application Requirements:

- o Business Name
- o Business Address
- o Type of Business
- o Corp/Owner's Name
- o Federal Employer Identification Card or Social Security Card
- o Applicants not using full legal name must present fictitious name and/or corporate documents.
- o Miami Beach Occupational License
- o Certificate of Registration of the corporation must be submitted
- o If business is regulated by a State or County Agency, copy of current license or certificate

Obtain your County License at: Miami Dade County Occupational License, 140 W. Flagler Street, Suite 1407, Miami, FL 33130, (305) 270-4949 phone or (305) 372-6368 fax.

Pre-Application Requirements

Articles of Incorporation (if applicable)

An entity transacting business as a corporation is required to file documents of incorporation or authorization with the State of Florida's Division of Corporations. Information and filing forms for Corporations, Partnerships, and Limited Liability Companies is available on-line at www.sunbiz.org.

State License – Florida Department of Business and Professional Regulation

Apply for a state license or certificate of competency for occupations that require state licensure or certification. Contact the department at 850-487-1395 or www.myflorida.com/dbpr.

Fictitious Name Registration

If your business will use any name other than the owner's legal name, or if a corporation will use a name other than its legal corporate name, a fictitious name (also referred to as D/B/A) must be registered with the state. The *Application for Registration of Fictitious Name* is included in this package. This forms and additional information are also available online from the Florida Department of State at www.sunbiz.org.

Federal Taxes - Federal ID Number

A Federal Employer Identification Number is issued to most businesses. The applicant must file Form SS-4 (included in this package) from the Internal Revenue Service to receive a Federal Employer ID number. Additional information is available online at www.irs.ustreas.gov

State Taxes

If your business will involve taxable transactions, you must register as a sales and use tax dealer before you begin conducting business. Form DR-1 (included in this package) must be completed and a \$5 registration fee paid. You are responsible for collecting sales tax at the time of each sale and remitting the tax each month to the Department of Revenue. Other taxes collected by the Department include intangible taxes and corporate income taxes. Check with the Florida Department of Revenue (DOR) to find out if your product or service taxable. If DOR tells you your service isn't taxable, GET IT IN WRITING. Contact: Department of Revenue 850-488-6800, 800-352-3671, 305-470-5501 or online at www.myflorida.com/dor.

Unemployment Tax Number

Businesses with one or more employees may need to apply for a state Unemployment Tax Number. Employers pay a quarterly tax based on the gross quarterly payroll of their employees. Information and forms are available from the Department of Revenue, Division of Unemployment Compensation, 800-482-8293 or online at www.myflorida.com/dor.

New Hires

File a **New Hire Reporting Form** (included in this package) for every new employee, full-time or part-time. For more information contact the Florida New Hire Reporting Office (888) 854-4791 or www.fl-newhire.com

Worker's Compensation

If your business has four or more employees, or if a construction-related business has any employees, workers' compensation coverage is required. For more information, contact your insurance carrier or the Florida Department of Financial Services, Division of Workers' Compensation, Bureau of Compliance, 850-488-2333 or online at www.fldfs.com/wc.

Insurance Requirements

Contact the Risk Management Office at 305-673-7014 for more information on insurance requirements

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Change of Use / Occupancy

Change of Use

This term refers to a change in the type of business establishment or use of the space based on the occupational codes in the City of Miami Beach. The list of codes can be found in the City Code, Section 102-379.

Change of Occupancy

This term is referring to a change in the classification of the business establishment or use of the space based on the Building Code and Fire Code. Each type of "use" can be categorized into an occupancy class. The Building Code and Fire Code specify requirements for each occupancy class. Existing buildings are evaluated and inspected using code requirements for existing buildings. However, when there is a change of occupancy, then the building must meet the requirements for new construction for that specific occupancy.

Certificate of Occupancy (CO)

After the construction of a new building, the Building Official issues a certificate of occupancy stating the nature of the occupancy permitted in the building. A new CO is issued if there is a change of occupancy.

Note: A change of use may or may not generate a change of occupancy. In other words, every change of use is not necessarily a change of occupancy. If the applicant is changing the use of the space or building, from the previous licensed business establishment, then the applicant should consult with the Building Department, Engineering Section and the Fire Department, Plan Review Section, both located on the second floor of City Hall.

- 1) Staff in the Building Dept-Engineering Section will check if there is a valid certificate of occupancy for the building, and will check if there is a change of occupancy based on the Building Code for the proposed use.
- 2) Staff in the Fire Dept-Plan Review section will check if there is a change of occupancy based on the Fire Code for the proposed use.

Conditional Use

Conditional use means a use that would not be appropriate generally or without restriction throughout a particular zoning district, but would be appropriate if controlled as to number, area, location, or relation to the neighborhood.

Conditional use permit means a permit issued by the planning and zoning director and recorded in the public records of the county allowing a specific conditional use that was approved for a particular property pursuant to procedures set forth in chapter 118, article IV.

Common Types of Businesses That May Require a Conditional Use:

ACLF Day Care Nursing Home Religious Institution
Parking Lot/Garage Restaurant School Warehouse
Pawnshop Gasoline Sales Video Game Arcade Entertainment
Outdoor and Open-Air Entertainment Alcohol Beverage Establishment

Planning Board Review Procedure

It is recommended that an applicant meet with staff before filing of an application in order to discuss your project and avoid filing an improper or incomplete application and to determine what additional information, if any, will be required.

- i. All required exhibits, application forms, mailing labels and appropriate fees shall be submitted to the Planning Department by 12:00 noon of the submission date as per the schedule attached to the instruction manual. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- ii. Since all property owners within 375 feet of your project must be notified of the project, the Planning Department will provide the applicant with one (1) copy of the required notice, as well as the required number of envelopes and one (1) set of labels. The applicant, in turn, will copy, stuff, label and stamp (with correct postage) all envelopes and return them to the Planning Department for mailing by the return date indicated in the instruction sheet. Failure to adhere to this procedure shall result in the application being removed from the agenda.
- iii. Approximately 15 days prior to the public hearing date, Planning staff will post a public notice on the property with a description of the request, time and place of the hearing. The public hearing will be advertised in the newspaper and on the City's web site. It is the responsibility of the applicant to notify the Planning Department if the public notice posted on the property is removed.
- iv. The Planning Board will consider the application during a public hearing allowing interested parties and members of the public to be heard. The Planning Board members will discuss the merits of the application and will approve or deny the request. The Board may alternatively request additional information from the applicant and request that the matter be continued at a future meeting.

After the approval of a request by the Planning Board, a final order will be completed and executed. The order will be mailed to the applicant or representative for recordation in the public records to Miami-Dade County, Florida. The original recorded order must be returned to the Planning Department before any approvals can be issued for a building permit, Certificate of Use, Certificate of Completion or Occupational License, whichever may occur first.

Additional Business Requirements

Apartment Buildings

- 1. State License (if 5 or more units) Contact the Florida Department of Business and Professional Regulation.
- 2. Applicant has 30 days from the date of closing/sale to complete the required paperwork in order to transfer a paid license to their name. Failure to meet this requirement may result in additional fees and penalties.

Required Forms: Resort Tax, Smoke Detectors.

Bakeries

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments"

Beach Front Concession

Contact the Asset Management Division at 305-673-7193 to obtain written approval prior to applying for the Occupational License.

Condominium

- 1. Letter from the Developer that all the units have been sold
- 2. Letter from the State of Florida, declaring it as a Condominium
- 3. Recorded Condominium Documents
- 4. If the Association for the Condominium rents 3 or more units then the "Condominium Association" will require another "Certificate of Use" and "Occupational License"

Dancing Establishments

Delicatessens

Discotheques

Entertainment Establishments

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Escort Service

Employment Agency

- 1. Must provide a bond in the amount of \$5,000
- 2. Must provide an indemnity form through an insurance agency.

Required Form: Bond

Hair Salon

- 1. State License Contact the Florida Department of Business and Professional Regulation.
- 2. License for the Salon
- 3. License for each Beautician Barber

Health Club

- 1. State License Contact the Florida Department of Business and Professional Regulation.
- 2. If you sell pre-packaged food, including water bottles, a **Food Permit** from the Florida Department of Agriculture is required. The application is included in this package.

Home Based Business

- 1. No items/merchandise/inventory is allowed to be stored at home.
- 2. No Customers are allowed to visit the premises

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- 3. Business Cards cannot be listed with address, telephone number only
- 4. Proof of residency of six months or more
- 5. If located in a condo, applicant is required to have a letter from the Condominium Association.
- 6. If the applicant is a corporation, the following items are required:
 - a. Articles of Incorporation
 - b. Federal Employer Identification Number
 - c. Fictitious Name Registration

Hotels

- 1. State License Contact the Florida Department of Business and Professional Regulation.
- 2. If hotel has a swimming pool, an additional license is required and fee of \$200
- 3. If Bar and/or Restaurant is at the present locale, additional Certificate of Use & Occupational License are required. See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Required Forms: Resort Tax, Smoke Detectors.

Ice Cream Parlors

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Janitorial Service

Mail Order

- 1. Must provide a bond in the amount of \$5,000
- 2. Must provide an indemnity form through an insurance agency.

Required Form: Bond

Mobile Caterer

- 1. See the section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments" for information on state license requirements for the sale of food.
- 2. Submit Application for Mobile Caterer

Required Form: Mobile Caterer Application

Motor Scooter Rentals

1. Submit Certificate of Insurance to be approved by Risk Management

Nightclubs

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments.

Pre-Packaged Food and Package Stores / Retail Alcohol Sales

1. See the section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments" for information on state license requirements for the sale of food and alcohol.

Promoters

- 1. \$10,000 in the form of a bond, along with the City's notarized form OR \$2,500 Cash, Money Order, Cashier's Check or Visa/MasterCard AND a "Personal Guarantee" of \$7,500
- 2. The fee depends upon the number of events:

a. Single or multiple events at a single location

\$137

b. Multiple events at multiple locations

\$347

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Real Estate Brokerage Firm

1. A State License is required for the business itself, for each broker, and for each salesperson. Contact the Florida Department of Business and Professional Regulation.

Restaurants

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments.

Travel – Sellers of Travel, Tour Agencies, Travel Bureaus

1. A State Certificate from the Florida Department of Agriculture and Consumer Services is required.

Valet Service

- 1. Notarized Letter from the establishment with permission of the owner of the business.
- 2. Must have a lot where the cars will be parked
- 3. Occupational License for the lot and business
- 4. On applications, indicate the number of spaces, number of days, and hours of operation.
- 5. Original Current Insurance Certificate must be approved by Risk Management.
- 6. \$231 fee for first service and each additional service incurs a fee of \$116

Additional Business Requirements for Alcohol, Restaurant, and Entertainment Establishments

Restaurants Bakeries Ice Cream Parlors Delicatessens
Nightclubs Discotheques Dancing Entertainment

All Establishments Serving / Selling Food:

- 1. Lease/Recorded Warranty Deed/Bill of Sale
- 2. State License In Florida, three agencies share responsibilities for ensuring that safe food is provided:
 - The Florida Department of Agriculture and Consumer Services conducts inspection on grocery stores, food processing plants, food storage and distribution points.
 - The Florida Department of Business and Professional Regulation regulates and inspects restaurants, mobile food vehicles, and caterers.
 - The Florida Department of Health is responsible for regulating and inspecting food service establishments that include institutions, child care facilities, schools, hospitals, civic or fraternal organizations, bars and lounges, and theaters that serve traditional theater foods.
 - The Florida Department of Health also regulates temporary food events, mobile food units, and vending machines that operate at or through any of these facilities. County Health Departments inspect and issue food certificates to these facilities. Unless exempted, these food operations are required to comply with food manager certification requirements.
- 4. Indicate number of seats.
- 5. If selling merchandise, indicate retail inventory.
- 6. Retail food inventory value.
- 7. The Florida Constitution prohibits smoking in indoor workplaces, with few exceptions. One of the exceptions is "stand-alone bars." Contact the Department of Business and Professional Regulation's Customer Contact Center at 850-487-1395 for more information.
- 8. Resort Tax Registration 305-673-7447.
- 9. Occupant Load greater than 299 requires a Conditional Use.

Required Forms: Resort Tax

Occupant Load Permit (may not be necessary for bakeries, ice cream parlor, and delicatessen)

Sidewalk Cafes

Restaurants must obtain a sidewalk café permit before providing sidewalk service to patrons. This permit, which is reviewed by various City departments to ensure safety and design appropriateness, must be obtained prior to the placement of any tables or chairs on public property. Fees apply. For more information, call the Finance Department's Occupational License Office at 305-673-7420.

For Those Establishments Serving / Selling Alcohol:

- 1. Lease/Recorded Warranty Deed/Bill of Sale
- 2. A license from the Florida Department of Business and Professional Regulation, Division of Alcohol Beverages & Tobacco is required. 305-470-6787
 - If you wish to sell only beer or wine, you can purchase a consumption-on-premise license or a package license.
 - If you wish to also sell liquor, a quota license must be obtained, and they are limited in number throughout the state, based on county population.
 - A special (SRX) restaurant alcoholic beverage license can be obtained (if certain requirements are met) at any time, and is an exception to the number of licenses per county restrictions. The SRX

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license allows you to sell beer, wine, and liquor for consumption-on-premises, in connection with a restaurant

- 3. The hour you decide to close your establishment and stop selling alcohol will determine if you need additional license:
 - a. 12:00 a.m. Midnight No fee or additional license is required

b. 2:00 a.m. \$987.00 c. 5:00 a.m. \$3,281.00

- d. Retail Alcohol Sales cannot occur between the hours of 11 p.m. and 7 a.m.
- 4. There is a 30-seat minimum to sell beer/wine; 60 seats are required to serve liquor. Seats that are part of a City-issued Sidewalk Café Permit do not count toward this requirement.
- 5. It is unlawful for any person under the age of 21 years to have in his or her possession or be served alcoholic beverages. A completed Not Serving to Minors form must be submitted. City Code prohibits patrons under the age of 21 years in alcoholic beverage establishments that are not also licensed as restaurants.
- 6. The Florida Constitution prohibits smoking in indoor workplaces, with few exceptions. One of the exceptions is "stand-alone bars." Contact the Department of Business and Professional Regulation's Customer Contact Center at 850-487-1395 for more information.
- 7. Indicate number of seats.
- 8. If selling merchandise, indicate retail inventory.
- 9. Outdoor Bar Counters Depending on location, outdoor bar counters may be prohibited or have restricted operating hours. Contact the Planning Department for more information.
- 10. Resort Tax Registration 305-673-7447.
- 11. Occupant Load greater than 299 requires a Conditional Use.

Required Forms: Resort Tax

Not Serving to Minors Occupant Load Permit

Dancing or entertainment requires an additional license.

Entertainment

Any live show or live performance or music amplified or non-amplified. Exceptions: Indoor movie theater; big screen television and/or background music, amplified or non-amplified, played at a volume that does not interfere with normal conversation.

Conditional Use for Entertainment Establishments:

Entertainment Establishments with an occupant load greater than 199 persons requires a Conditional Use. Contact the Planning Department at 305-673-7550 for information and requirements of the conditional use process.

General Business Guidelines

Signs

All signs must go through the City's design review process, obtainable through the Planning Department. For a sign application, contact the Planning Department at 305-673-7550. Building permits are required for all exterior signs and permanent window signs. Signs are an important part of your business identity and the collective image of the City. For this reason, every effort is made to promote effective and harmonious signs. Signs must meet color, size and location requirements as outlined in the City's Zoning Ordinance.

Businesses are allowed the following: one primary sign, limited generally to 20 square feet; window signs in sixinch letter for the business name and address; hours of operation, and telephone number of the business in two-inch letters. Signs that require repair must also go through the design approval and permit process. Banners, flags, sandwich boards, balloons, signs on parked vehicles, and other items designed to attract attention to a location are generally prohibited, except as provided for in the Zoning Ordinance. Real estate signs, advertising the rent or sale of a property, must also meet color, size and location requirements. A permit must be obtained from the Finance Department's Occupational License Office located on the first floor in City Hall, or call 305-673-7420.

Paint

A permit is required to paint the exterior of your business. Colors must be approved by the City. Copies of the color chart are available at the Planning Department, 305-673-7550.

Design Review Approval

Most building permits require design review approval. Depending on the scope or complexity of the work proposed, your permit will be approved by either Planning Department staff or one of the City's Review Boards. If Board approval is required, projects that are located within one of the City's historic districts will be presented before the City's Historic Preservation Board. Projects not located in a historic district will be presented to the Design Review Board. For more information, call the Planning Department at 305-673-7550.

Building Permits

Building permits are required for new construction, additions, and alterations of commercial space, multi-family or single-family residence, or changes to an interior or exterior that will require construction, demolition, or rehabilitation of the space. This includes any electrical, plumbing, air-conditioning, heating, or other work. Obtaining permits assures that the work meets the Florida Building Code and all applicable regulations. The permit process offers the opportunity to have the plans reviewed by professional zoning and design review staff, as well as code administrators, and includes inspections by certified experts who will make sure that the work is safely and professionally completed.

Hiring a Contractor

The permit process requires that the contractor you select is certified, authorized, licensed and insured to perform the work and that the contractor has obtained all of the permits required prior to starting the work. To apply for a permit or obtain more information, contact the Building Department at 305-673-7610, or visit the office at City Hall, 1700 Convention Center Drive, second floor.

Examples of work requiring permits (not all-inclusive):

Windows or doors installation Floors, carpet or tile installation Electrical or Plumbing work Air-conditioning or heating work

Roofing

Exterior or interior painting

Sprinkler systems

Pumps/Pools/spas

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Signs (including window signs)

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Sanitation

Every commercial business is required to contract with a private solid waste company to remove garbage and debris. The City is served by five solid waste franchisees. For more information, call the City of Miami Beach Sanitation Department at 305-673-7616.

Promoting Your Business

The distribution of newsletters, flyers, posters, cards, stickers, etc... on vehicles, light poles, bus benches and public property are prohibited and carry expensive fines and penalties. For more information, call the Division of Code Compliance at 305-673-7555.

Film, Print and Special Event Permits

The City of Miami Beach is a major venue for the film, fashion, print and music industries, as well as a host of many important special events. If planning to open an office in the City, all of the applicable procedures to opening a business must be followed. Film, print, and special event permits are issued for public property only. Activities taking place on private property do not require a permit as long as those activities (including vehicles) are completely self-contained on the property. Activities taking place on private property that request City services are required to obtain a permit. For more information, call the Tourism and Cultural Development Department at 305-673-7070 or 305-673-7577 for permits and assistance.

Property Maintenance

All owners and occupants are required to maintain their property, the areas adjacent to their properties and areas between their property and the street and alley (including sidewalk, swale, curb and gutter) in a clean and sanitary condition and free from any and all garbage, trash and other debris or discarded matter.

Commercial Vehicles

Commercial vehicles are not permitted to be stored in residential zones.

Business Resources

Business Assistance City of Miami Beach Economic Development Department	www.miamibeachfl.gov	305-673-7193
Building Permits, Change of Use City of Miami Beach Building Department. City of Miami Beach Fire Department.		
Concurrency City of Miami Beach Concurrency Division	<u>www.miamibeachfl.gov</u>	305-673-7514
Employment Florida New Hire Reporting Office Florida Department of Financial Services, Workers' Compensation		
Licensing Florida Department of State Division of Corporations Florida Department of Business & Professional Regulation Florida Division of Alcoholic Beverages & Tobacco Florida Department of Health Florida Department of Agriculture and Consumer Services City of Miami Beach Occupational License Office Miami-Dade County Occupational License Office City of Miami Beach Risk Management Office		850-487-1395 305-470-6787 850-245-4273 850-488-3951 305-673-7420 305-270-4949
Maintaining Your Business City of Miami Beach Sanitation Department City of Miami Beach Code Compliance Division Film, Print, Special Events Permits	<u>www.miamibeachfl.gov</u>	305-673-7555
Regulation and Business Services FL Dept. of Agriculture & Consumer Services, Business Opportunit U.S. Patent and Trademark Office	ies <u>www.800helpfla.com</u> <u>www.uspto.gov</u>	800-435-7352 800-786-9199
Sidewalk Cafes City of Miami Beach Occupational License Office City of Miami Beach Public Works Department	<u>www.miamibeachfl.gov</u> <u>www.miamibeachfl.gov</u>	305-673-7420
Smoking Amendment Florida Dept. of Business & Professional Regulation, Customer Co	ontact Center	850-487-1395
Taxes City of Miami Beach Resort Tax Office	<u>www.irs.gov</u> <u>www.myflorida.com/dor</u>	800-829-1040 800-352-3671
Zoning, Conditional Uses, Signs, Design Review, Painting City of Miami Beach Planning Department	<u>www.miamibeachfl.gov</u>	305-673-7550